Student Handbook

Villa Julie College
Stevenson, Maryland 21153

Published by the College, Summer 1973

THE VILLA JULIE COLLEGE SEAL

The dove symbolizes freedom, peace, individuality, poise, gentleness, love. The dove is ready for flight with strength in her wings, not too easily frightened, but forever alert to all that is happening around her.

The branch she stands on symbolizes life, growth, rootedness, the Seven Oaks.

The background of the seal, emphasizing the dove, is technically called the valley and is in green, symbolizing the Green Spring Valley; the green leaves express life, growth, hope.

The open rim signifies the college's efforts toward openness and its belief in open-ended education.

The seal as a unit symbolizes simplicity, as well as incorporation into the scholarly tradition of the past since the general design is derived from a medieval gothic seal.

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My dear students,

Welcome to Villa Julie. The two years you spend here will be a time of learning and growth, much joy and some pain, for all growth involves pain.

This student handbook should help you over the rough spots. And for any questions this book does not answer, one of the counselors, one of your instructors, or the Dean or I will be glad to help you. Don't ever hesitate to ask us.

These two years, short as they will seem when you look back on them in a few years, are precious. They represent your time to find yourself, in relative peace and with the freedom to explore, to question, and to learn.

The faculty and I look forward to helping you achieve your best goals.

Your devoted,

Sister Mary Stephen, S.N.D.
President

Greetings !!

The officers of the Student Government extend a hearty welcome to the returning seniors and the incoming freshmen. Along with your educational growth, we hope this year will be one filled with many memorable times.

Sound communication nurtures growth. There are many ways in which to open the doors of communication among the students, the faculty and the administration. One means is through this Student Handbook. It provides information and assistance to all who are associated with Villa Julie College.

Another way is through the election of representatives to the Student Government. The freshman officers, elected during the fourth week of September, along with the senior officers, act as the voice of the Student Body. Their efforts are most effective when your comments and questions are heard.

An interim constitution for The Student Government is presented on the following pages. This constitution will be presented to you and the Administrative Council for your approval later this year. Take the time to read it and become informed about this organization that works for you.

Get to know us . . . and let us get to know you!!

Best wishes for a most successful year,

Carolyn Weibel, President
Barbara Gaultney, Vice President
Debbie Hudson, Secretary
Becky Plevyak, Treasurer

ACADEMIC CALENDAR

1973-1974

FIRST SEMESTER

August

27 (M)	Continuous Registration
28 (T)	Continuous Registration
29 (W)	Continuous Registration
30 (Th)	Continuous Registration Faculty Meeting (10 a.m.) followed by luncheon

September

4 (T)	Opening Session
5 (W)	Classes Begin, 8 a.m.
11 (T)	Last Day to add a course

October

8 (M)	Columbus Day Holiday
19 (F)	End of First Quarter
22 (M)	Veterans'Day Holiday
30 (T)	Last Day to drop a course

November

22 - 23	Thanksgiving Holidays
26 (M)	Classes resume, 8 a.m.

December

17 - 21	First Semester Examinations

December 22 - January 27

Semester Break

SECOND SEMESTER

January

28 (M)	Classes begin, 8 a.m

February

1 (F)	Last day to add a cou
18 (M)	Washington's Birthday Holiday

March

15 (F)	End of Third Quarter
16 - 24	Spring Vacation
25 (M)	Classes resume, 8 a.
29 (F)	Last day to drop a co

April

12 (F)	Good Friday Holiday
15 (M)	Holiday
16 (T)	Classes resume, 8 a.

May

20 - 24	Final Examinations
26 (S)	Commencement Day

Interim Constitution
of the Student Government Association

Article I
Name

The name shall be the Student Government Association of Villa Julie College.

Article II
Membership

All students of Villa Julie College shall be members of the Student Government Association, sharing its responsibilities and entitled to its privileges.

Article III
Purpose

The purpose of this organization is to facilitate student participation in campus government by bringing about increased individual and group understanding of the responsibility of democratic life and by promoting positive ideas and actions in the interest of the college.

Article IV
Authority

The Villa Julie College Student Government Association derives its authority for self-governing in all non-academic matters from the administrative officers of the college, without in any way diminishing the responsibility of these officers for the entire college.

Article V
Student Government Council

The executive council shall consist of the following elected members: President, Vice-President, Secretary and Treasurer of the Senior Class: the President, Vice-President, Secretary and Treasurer of the Freshman Class, and the Director of Student Affairs. The Senior Class Officers shall act as the officers of the student government council. The Freshman Class Officers shall each assist in their respective office. All but the Director of Student Affairs shall have the voting privilege.

Section A

The executive council members shall be elected annually by the members of the association.

Section B

Each candidate for office must have a grade point average of 2.5 or better and maintain a grade point average of 2.0 for the duration of the office.

Section C

Three unexcused absences per semester on the part of any member of the Council shall automatically create a vacancy which shall be filled.

Section D

Those positions made vacant because of resignations shall be filled by proceedings established by the election committee.

Section E

No group or individual other than the executive council may remove any member elected or non-elected, from office.

Section F

1. The duties of the officers of the association are as follows: It shall be the duty of the President:
   A. To preside at the meetings of the Council.
   B. To represent the student body on all public occasions.
   C. To call special meetings whenever the need shall arise.
   D. To appoint and create special committees and voting representatives as are necessary for the efficient function of the Council subject to the approval of the Council.
   E. To determine the validity of excuses for absences of the Council members.
2. It shall be the duty of the Vice-President:
   A. To act in the capacity of the President in the absence of the President and if the office of President shall be vacated.
   B. To serve as member ex officio of all standing committees.
   C. To serve as chairman of the Election Committee.
   D. To fulfill such other duties as designated by the President.
3. It shall be the duty of the Secretary:
   A. To keep minutes and other necessary records of the Council, annual elections, and such other matters as should become a part of the records.
   B. To furnish within forty-eight (48) hours of each weekly meeting, mimeographed minutes of the meeting to all members of Council, and to the president of the college.
   C. To post the agenda no later than twenty-four (24) hours prior to the scheduled meeting.
   D. To take attendance at regular and special council meetings.
4. It shall be the duties of the Treasurer:
   A. To see that all funds of the Council are received and properly disbursed.
   B. To sign checks and meet weekly in conjunction with the Director of Student Affairs.
   C. To prepare a report of the monies received and disbursed which are to be submitted by the 15th of each month.
   D. To prepare a mimeographed, detailed report of the Treasury every three months.
   E. To prepare and submit annually a budget to the President of the college and to the Council in the Spring after elections.
   F. To perform such other duties as designated by the President of the Council.

5. It shall be the duties of the Freshman Class Officers:
   A. To represent the opinion of their respective classes at meetings of the council.
   B. To keep their respective classes informed concerning the actions and policies of the Council and to clarify rules of the Association when necessary.
   C. To perform such other duties as designated by the President of the Council.
   D. To assist the Council officer in their corresponding office.

6. It shall be the duties of non-elected representatives:
   A. To represent the opinions of the respective clubs and committees of meetings of the Council.
   B. To keep the Council informed as to actions and decisions made by their respective groups.
   C. To keep their respective clubs and committees informed concerning the actions and policies of the Council.
   D. To perform such other duties as designated by the President of the Council.

Article VI
Meetings

Section A. Regular Meetings

The Council shall meet once each week at a time to be decided upon by the Council.

Section B. Special Meetings

Two-thirds of the Council may request the President to call a special meeting of the Council, or the President of the Council may request a special meeting to be called. The President shall cause all members to be informed of special meetings at least two days in advance of said meetings. Only in cases of special emergency or unusual circumstances any shorter notices of special meetings may be given.

Section C. Quorum

A quorum consists of two-thirds of the voting Council membership.

Section D. Procedures

Meetings shall be conducted according to rules of procedures as stated in the Constitution and in Robert's Rules of Order. The President shall appoint a Parliamentarian.

Article VII
Campus Organizations

Section A. New Organizations

The Council must approve the Constitution and/or by-laws of all new organizations and clubs before they become recognized as official organizations of the college.

Section B. Review

The Council shall reserve the right to review any Council-approved organization.

1. Each organization shall be prepared to submit a report of its activities as the Council deems it necessary.
2. The Council shall use this right to determine an organization's value and to help co-ordinate the organization's functions with other areas of campus life.

Article VIII
Elections

Section A. Qualifications for Membership to the Executive Council

1. At the time of Spring election, each student seeking membership must have a grade point average of 2.5 or better and maintain a grade point average of 2.0 for the duration of the office.
2. At the time of Fall elections, students will follow the established nominating procedure and are required to maintain a grade point average of 2.0 for the duration of the office.
3. At the time of election, each student seeking membership must carry a minimum of 9 credits.

Section B. Elections to the Executive Council

1. All yearly nominations and elections will be conducted by an Election Committee chaired by the Vice-President of the Student Government Association, assisted by the Director of Student Affairs.
2. All nominations are by self-nomination and open nominations except in cases where an office has no nominees, in which case the election committee selects no fewer than two and no more than five possible candidates.
   a. In order to be considered an eligible candidate for office, a student must obtain a petition from a member of the election committee and have it signed by 5% of the incoming class if running for President, Vice-President, Secretary or Treasurer of the Student Government.
   b. In order to be considered an eligible candidate for office, the student must have the petition signed by the Registrar to validate that the student has at least a 2.5 average.
3. Nominations for Executive Council officers will take place during the tenth week of the Second Semester, with elections of those people taking place during the eleventh week.
4. Fall election procedures will be initiated during the fourth week of the Fall semester.
5. In the election of officers, a 2/3 majority vote shall control. In the event that no candidate receives a 2/3 majority vote, a second ballot will be conducted the following school day at which time the candidate receiving a simple majority will have the office.

Article IX
Amendments and By-Laws

Section A. Amendments

1. Amendments may be introduced in writing by two members of the Council or by a petition signed by at least ten percent of the members of the Association.
2. A proposed amendment should be reviewed by the Executive Committee and then presented to the Council.
3. A motion to adopt the amendment cannot be voted upon at least until the first ensuring meeting of the council after the amendment is proposed.
4. All proposed amendments must be voted upon within one month after proposal, must be carried by a 2/3 vote of the voting membership of the Council, and shall become effective immediately upon ratification.

Section B. By-Laws

1. A By-Law or revision of a by-law may be introduced in writing by any Council member.
2. By-Laws may be acted upon at the time of presentation, shall require a 3/4 vote of the voting membership of the Council in order to carry, and shall become effective at the time of ratification.

ACADEMIC REGULATIONS

ATTENDANCE POLICY

The faculty of Villa Julie College believes that what their students most need is not coercion; rather, the emphasis in a college should be on communication of truth, along with guidance, trust, and daily opportunities for free and responsible action (including necessarily the opportunity to learn from one's mistakes as well as from one's achievements). Therefore, there are no sanctions regarding all students' attendance of classes. Each student will be responsible for his own class attendance.

Every student is responsible to achieve in some way the material covered or the skills exercised during scheduled classes. Grades will be based on demonstrated achievement of the objectives of the course, not on appearance in class as such.

GRADES AND REPORTS

The academic standing of a student is determined by the quality and quantity of his work. For admission into the senior class, a student must have completed a minimum of thirty semester hours of satisfactory grade.

Grades are determined by the students' achievement in class work and by the midterm and final examinations.

Grades are issued at the end of each quarter. The first and third quarter marks are advisory; the semester grades determine actual academic standing.

The grading system is as follows:

A	Unquestioned excellence; outstanding achievement.
B	Above average attainment.
C	Satisfactory mastery of essentials.
D	Mere fulfillment of minimum requirements; inferior performance (only three hours of D in any one semester will be counted toward a degree). Generally not accepted for transfer credit.
F	Failure; no credit for the course.
I	Incomplete - the grade of "I" will be granted only by written request, and is subject to approval of both the Dean of the College and the instructor. An "I" which is not removed in four weeks automatically converts to an "F". No quality point average will be computed for a student while any course remains incomplete.

QUALITY POINT AVERAGE

Rank in class, academic standing, class promotion, graduation and honors are based on the quality ratio. This is computed by multiplying the number of semester hours of credit by the quality points given to the grade, and dividing the sum of the products by the total number of semester hours carried. The quality points allotted to each letter grade are as follows:

A	4 quality points
B	3 quality points
C	2 quality points
D	1 quality points
F	0 quality points

Therefore, if a student earned an A, a B and 2 C's for four three-credit courses and an A for a four-credit course, the quality point average (QPA) would be figured as follows:

	quality points		credits		
A =	4	×	3	=	12
B =	3	×	3	=	9
C =	2	×	3	=	6
C =	2	×	3	=	6
A =	4	×	4	=	16
			16		49

49 divided by 16 = 3.0625

In any one semester only three credits in D are counted for the degree and computed in the quality point average.

DEAN'S LIST

Students who earn a quality ratio of 3.4 in any semester have their names placed on the Dean's List.

ACADEMIC STATUS

Any student who has attempted 9 to 16 semester hours of credit and whose quality point average falls below 1.50 is assigned probationary status for that semester. A student who has attempted 17 to 28 semester hours of credit and whose quality point average falls below 1.90 is considered on academic probation. After a student takes 28 or more credits, he must achieve a quality point average of 2.00 in order to be assigned regular academic status.

GRADUATION REQUIREMENTS

In order to qualify for the degree of Associate in Arts, the Student must meet the following requirements:

-Successful completion of a curriculum approved for the student by the College.
-Satisfactory completion of a minimum of sixty hours of academic credit, in addition to the two courses in physical education required for all students.
-Earn no less than 30 hours of credit at Villa Julie College.
-Earn a quality point average of 2.00 or more ("C" average or better).
-Earn at least 40% of the credit hours in the Arts and Sciences:

Two courses in English Composition and Literature
Two courses in Physical Education OR Modern Dance
One course in Speech OR Drama
One course in the Fine Arts (Art, Music, Dance)
One course in Philosophy

(continued)

One course in Religion
One course in the Social Sciences (History, Political Science, Sociology, Economics)
One course in Mathematics or Science (Psychology, Physical Science, Biology, Chemistry)

-Satisfactory compliance with all the general regulations of the College.

It is the responsibility of the student to see that these requirements are fulfilled.

Any student intending to continue his education should check the requirements of the institution to which he expects to transfer.

LATE REGISTRATION

A student unable to be present at the scheduled registration hour may make arrangements with the Registrar for accomplishing this matter. A fee of $5.00 will be charged for each early or late registration.

SCHEDULE CHANGES

A student's program of studies is made out in consultation with the Dean of the College.

Any student who wishes to add a subject may do so only during the first week of classes each semester.

A student is permitted to drop a course up to 8 weeks after the semester begins. After that time any student who drops a course receives a grade of "F".

There will be a fee of $1.00 charged for each change in schedule made after registration is complete.

COURSE LOAD

The normal student load is from 15 to 17 semester hours of credit depending upon the curriculum in which a student is registered. A student may not register for more than 17 hours in any one semester without the permission of the Dean of the College. There is an additional tuition charge for credits over 17 hours.

A semester hour represents credit earned for one hour of class or two hours of laboratory work during each week of one semester of fifteen weeks. Thus a student who does satisfactory work in a class that meets 3 lecture hours a week for one semester receives three credits for that class.

TRANSCRIPT REQUESTS

Transcripts of a student's record will be sent to other educational institutions and organizations only upon written request of the student concerned. The student must submit a request form, and a fee of $1.00 to the Registrar before the transcript is issued. Official transcripts are not issued to the individual student or graduate. All financial obligations to the College must be met before a transcript is issued.

WITHDRAWAL PROCEDURES

A student planning to withdraw from the College should understand that his record is not complete until he has officially withdrawn. The student must meet with a counselor and complete a Notice of Withdrawal Form and file this with the Registrar of the College.

A student must withdraw in person; however, in special cases a student may request by letter to be withdrawn.

The College reserves the right to ask a student to withdraw for reasons of unsatisfactory academic work or conduct detrimental to the spirit and operation of the College.

EXAMINATION POLICY

Examinations must be taken at the scheduled hour. If a student is unable to be present at the scheduled hour for the examination, he must present his reason in writing to the Registrar, and after securing the approval of the instructor (who must devise a new examination) the student may make arrangements with the Registrar for taking the examination. However, a fee of $10.00 will be charged for each early or late examination.

Students who have a conflict in their exam schedule should inform the Registrar. They will take their exam in a special "conflict room." The student will pick up the exam at the assigned time from the instructor and take it to the room set aside for conflicts.

DELAY OF INSTRUCTOR

If an instructor is late for class, the students should contact the Dean's office to find out if a message was left for the class, and what time the instructor is expected.

Students should wait for the instructor in the classroom at least ten minutes before leaving class for the day.

LIBRARY

BORROWING PROCEDURES

Three types of books are available in the library: circulating, reference and reserve.

Circulating books are shelved on the first floor. Books may be borrowed for four weeks and renewed if there have been no prior requests. The fine for overdue books is five cents per book for each college day.

Reference books are consulted for information but are not intended to be read through. The books can be identified by the "R" above the call number. Reference books may not be taken from the library.

Reserve books are those which faculty members have selected for special assigned readings. Request reserve material at the circulation desk and sign the enclosed card.

Periodicals

Current issues are shelved on the first floor. Back issues are bound and shelved on the second floor in alphabetical order. A list of the periodicals in the Villa Julie College library is available at the circulation desk. Periodicals may not be taken from the library.

Visual Aids

Machinery and materials are requested at the circulation desk by means of requisition forms. Two listening rooms are available at the rear of the library.

Reference Services

The reference librarian will be glad to help you in locating material for your research.

Hours

Library hours are posted at the library entrance.

STUDENT SERVICES

STUDENT SERVICES PERSONNEL

Dean of the College	Sister Helen Lawrence Learning Center, Administration Wing
Business Manager	Miss Betty Lou Lyons Learning Center, Administration Wing
College Nurse	Mrs. Dorothy Sprinkle Founders' Hall, 2nd Floor
Director of Admissions	Mr. Robert Koermer Founders' Hall, 1st Floor
Counselor and Coordinator of Student Personnel Services	Mrs. Lois O'Brien Ground Floor, Student Center
Student Services Consultant	Mrs. Beulah Newby
Director of Student Activities	
Director of Student Financial Aid	Sister Mary Bernadette Learning Center, Colonnade Side
Director of Placement	Mrs. Lucy Fowke Ground Floor, Student Center
Registrar	Sister Mary Alice Dante Learning Center, Administration Wing

STUDENT SERVICES

WHERE TO FIND THE ANSWER, IF YOU WANT TO:

Talk over a personal problem. . . .	Counselor
Talk over a scholastic problem. . .	Instructor/Faculty Advisor/Counselor Dean of the College
Buy books or supplies.	College Store
Obtain information regarding:	
Academic Program.	Dean of the College
Admissions.	Director of Admissions
Change in Course.	Registrar
Clubs & Organizations.	Director of Student Activities
Delay or Absence of an Instructor.	Dean of the College
Fees, Charges, Tuition.	Business Manager
Grades.	Registrar
I.D. Cards - replacement of. .	Director of Student Activities
Lockers.	Director of Student Activities
Lost and Found.	Director of Student Activities
Parking Permits.	Business Office
Scholarships & Loans.	Director of Student Financial Aid
Social Events.	Director of Student Activities
Test Interpretation.	Counselor
Transcripts.	Registrar
Transfer Information.	Dean of the College
Volunteer Services.	Director of Student Activities
Vocational Planning.	Counselor
Withdrawal from College. . . .	Counselor and Registrar
Know what is going on.	Bulletin Boards
See a Faculty Member.	The Schedule of available hours is posted on his/her office door
Report illness or injury during school hours.	College Nurse/Counselor/Director of Student Activities
Find a part-time job.	Placement Director
Find a job after graduation.	Placement Director

STUDENT SERVICES

COUNSELING SERVICE

The Counseling Office is located on the ground floor of the Student Center. The service is offered to assist students with the range of personal, vocational and academic needs which they may encounter during their years at Villa Julie College.

Individual and group counseling and advisement are available in such areas as: study techniques, career exploration and vocational testing, and personal and social adjustment. Students are encouraged to use these services as their needs require.

The relationship students establish with the counselor is based on the principle of confidentiality as standard ethical practice.

PLACEMENT SERVICE

The Placement Office assists students and alumnae in securing full time and part time employment. In addition, the Placement Director works with seniors in securing positions for internship.

Services include informing students of job opportunities, pre-screening job applicants, and maintaining placement credentials for all registered students and alumnae.

Career Awareness programs, involving guest speakers from the business, government and professional community, are scheduled throughout the year.

HEALTH SERVICES

There is a registered nurse available for routine first aid and emergencies. An infirmary with adjoining bath and nurse's office are located on the second floor of Founder's Hall. When the nurse judges it desirable, specialists who are registered with the college, may assist with any referrals.

FINANCIAL AID

The Financial Aid program at Villa Julie College is designed to assist any student who can demonstrate a need for financial help in order to pursue or continue his college education. The amount of financial assistance a student may receive depends solely upon his need - taking into account his own financial resources, those of his parents, and the cost of attendance at Villa Julie College.

A student seeking financial assistance may receive it in the form of a loan, a scholarship, a grant, on-campus employment, off-campus employment, or any combination of these aids depending on the particular circumstances. The Financial Aid Committee is responsible for formulating policy in regard to

financial assistance and the Director of Student Financial Aid is responsible for executing this policy.

THE COLLEGE STORE

The College Store is located on the first floor of Founder's Hall. Students may obtain textbooks, school supplies, cards, stationery, posters, pennants, VJC car stickers and gifts. The College Store is open daily.

I.D. CARDS

Identification cards will be issued to each student at fall registration. The I.D. card, upon presentation, entitles Villa Julie College students to free admission to mixers, dances, Drama and Glee Club presentations. Student discounts are also available at selected stores and establishments throughout the area.

The initial cost of the I.D. card is covered by the Student Activity fee. Losses should be reported to the Community Government office. A charge of $5.00 will be made for the replacement of a lost card.

FOOD SERVICE

Food service is provided by vending machines located in the Student Center. Hot and cold lunches, snacks, beverages, and desserts are available. Periodically, special luncheons are prepared by various campus groups for the enjoyment of the campus community.

LOCKERS

The locker room is located on the ground floor of the Student Center. Lockers are assigned by the Director of Student Activities during freshman orientation.

Locks are not essential for lockers; however, those using locks are asked to register the combination with the Director of Student Activities.

MAILBOXES

Student mailboxes are located in Founder's Hall near the food service area. Each mailbox has the student's name above it. Senior boxes are located on the west wall; freshman boxes on the north wall.

Although the mailboxes are open, the right of privacy must be observed.

Students are asked to check their mailboxes daily.

LOST AND FOUND

Lost and Found is located in the Student Activities office in the Student Center. All lost and found articles should be taken there on the day they are found.

CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES AND AWARDS

Villa Julie College honors the following traditions:

VJ Pin

The VJ Pin is awarded at graduation to the student, or students, who exemplify the ideals of the college in an outstanding manner. Recipients of the award are selected by a committee of administration, faculty and staff.

Unsung Senior Award

The Unsung Senior Award is given during commencement week to the senior who with nor formal recognition, unselfishly and unceasingly gave of himself and his time to the college. The recipient is nominated by faculty and senior students and voted upon by the Senior Class.

Joan Suzanne Gregory Award

The Joan Suzanne Gregory Award is presented at graduation to the outstanding graduate of the Medical Secretarial program. This student has exhibited superior performance in secretarial skills, outstanding achievement in the Medical studies, above average achievement in liberal art studies, and personifies through personal integrity the ideals of Villa Julie College and of the profession. The recipient is selected by faculty engaged in the Medical Secretarial Program.

Edna A. Sweeney Award

The Edna A. Sweeney Award, for the outstanding senior in the Business/Legal Secretarial Program, is presented at graduation to the student who has exhibited superior performance in secretarial skills, outstanding achievement in Business/Legal studies, above average achievement in liberal arts studies, and personifies through personal integrity the ideals of Villa Julie College and of the profession. The recipient is selected by faculty engaged in the Business/Legal Secretarial Program.

Evalyn M. Stevenson Award

The Evalyn M. Stevenson Award, presented to the outstanding senior in the Child Study Program at graduation, honors the student who has manifested cultural and intellectual interests, exhibited superior achievement in the theoretical and practical aspects of each of the Child Study courses, demonstrated ability to communicate with children and to foster their creative growth, manifested integrity, personal freedom, love of children, and dedication to the ideals of Villa Julie College and of the profession. The recipient is selected by the faculty engaged in the Child-Study program.

Villa Julie College Award

Presented to the outstanding graduate of the Transfer Program, the Villa Julie College Award honors the senior who has manifested intellectual interest, exhibited superior achievement in each division of the liberal arts, ranked in the top quintile of the class, and manifested

integrity, personal freedom, understanding, responsiveness, and creativity.

Dances and Mixers

Three dances are scheduled during the year: Freshmen Welcome Dance, Christmas Dance and Spring Formal, as well as periodic mixers.

Volunteer Service

Villa Julie College seeks to provide the student with a truly liberal education. This includes not only sound academic preparation, but the knowledge of the community and its needs as well.

The Volunteer Service exists to aid students in exploring modes of Community involvement and social work. Examples of opportunities for community action are to be found in the following areas:

1. Hospitals -- general and special: (Rosewood State Hospital, Springfield State Hospital)
2. Schools -- public, special education, day care centers, nursery: (School of the Chimes, St. Vincent's Orphanage)
3. Social Welfare agencies -- (Red Cross, United Farm Workers)

Students are urged to seek further information from the Student Activities Office.

Performing and Visual Arts

In addition to their participation in the cultural life of Baltimore through class assignments and personal interests, students have the opportunity to develop talents and to express creativity in one or more of the performing arts on campus: drama, art, modern dance, chorus and photography.

Lectures, Movies and Concerts

Such events are sponsored throughout the year by the Student Government for the enjoyment of the college and surrounding community.

Community Awareness Days

Held sporadically throughout the school year, community awareness days are designed to give the college community the opportunity to examine and share values and activities relevant to members of a learning community.

Campus Days

Two days on which high school students are given the opportunity to visit the college, to sit in on classes, to talk with students and faculty, and in general, to learn about the college on a first-hand basis.

Founder's Day

An annual Festival of the Fine and Lively Arts is held in May. Through

all the arts at its disposal - music, dance, song, poetry, and drama - the college community expresses awareness and celebration of itself and its world.

Field Day

Sponsored by the WRA at the finish of the academic year - consists of competition in athletic games between the two classes and between the faculty and students.

Honors Convocation

A final assembly of the students and faculty honors students who have achieved high academic standing and outstanding social accomplishments.

Baccalaureate Service

The final gathering of the class before graduation is commemorated through a baccalaureate service, designed through the input of the graduating seniors. Asking the blessing of God on the class as they are about to begin a new phase in their lives, students and parents are encouraged to share in this celebration.

Commencement

This is the climax of the academic year at which Seniors, parents and friends attend the presentation of degrees and honors. Freshmen are invited to attend these exercises.

GENERAL INFORMATION AND REGULATIONS

ALCOHOL AND DRUG POLICY

The Villa Julie Community, recognizing the inherent dangers of alcohol and drug abuse to both the individual and the community, affirms such abuse to be contrary to our goals and to present laws. Therefore, the use of alcohol and/or drugs is prohibited on the college campus.

To aid the individual involved in alcohol and drug abuse, counseling will be available through the resources of the Villa Julie Community as well as social agencies and psychiatric referrals.

Members of the community should also be aware that alcohol and drug abuse by an individual could result in further action.

Policy Approved by Administrative Council, April 1971

SNOW DAYS/INCLEMENT WEATHER

Villa Julie College follows the snow policy of the Baltimore County Public Schools. Information about closing or late opening can be heard on radio stations in the morning. Please do not call the college.

When the Baltimore County Public Schools are closed, the college is closed. When the Baltimore County Public Schools open one hour late, the 8 o'clock classes scheduled for that day are canceled: the rest of the schedule is as usual.

PARKING AND CAR REGULATIONS

All student cars must be registered in the Business Office. There is ample parking on the student parking lots, which are in two designated areas on the upper and lower parking lots between Cuvilly and the Student Center. Student cars are subject to a $1.00 fine if parked elsewhere on the roadways, in faculty and staff areas, the visitor parking area or on the grass. All fines must be met before final transcripts will be issued.

Please observe the 20 m.p.h. speed limit on campus.

SMOKING AND EATING

Because of fire prevention and housekeeping standards, smoking and eating are allowed in the Student Center dining area only. There must be no smoking, eating or drinking in the library, classrooms, lecture rooms or halls.

BULLETIN BOARDS

Bulletin boards are located in strategic areas throughout the college. In Founder's Hall and the Student Center, bulletin boards are designated for Community Government, college activities, outside events, placement, area cultural activities, foreign study, college transfer information.

TELEPHONES

The college telephone (301) 486-7348 is open from 8:30 a.m. to 5:00 p.m., Monday through Friday. Messages received for students will be placed in their mailboxes. Faculty and students will be called from class for emergency reasons only.

Pay phones are available for student use. Their locations are:

486-9872 - Lobby, Learning Resource Center
486-9869 - North Wall of Student Service Area
484-9758 - Ground Floor, Student Center

STUDENT CHANGES OF ADDRESS

All student changes of address and/or telephone numbers should be reported to the Registrar's office.

CARE OF BUILDINGS

The buildings will be open from 7:30 a.m. to 6:00 p.m., Monday through Friday. Students and their guests are expected to show maturity in their responsible treatment of Villa Julie College buildings and grounds.

Any need for repairs should be reported immediately to the Business Office.

For special use of the buildings, such as dances or other activities, permission must be received through the Business Office.

GUESTS ON CAMPUS

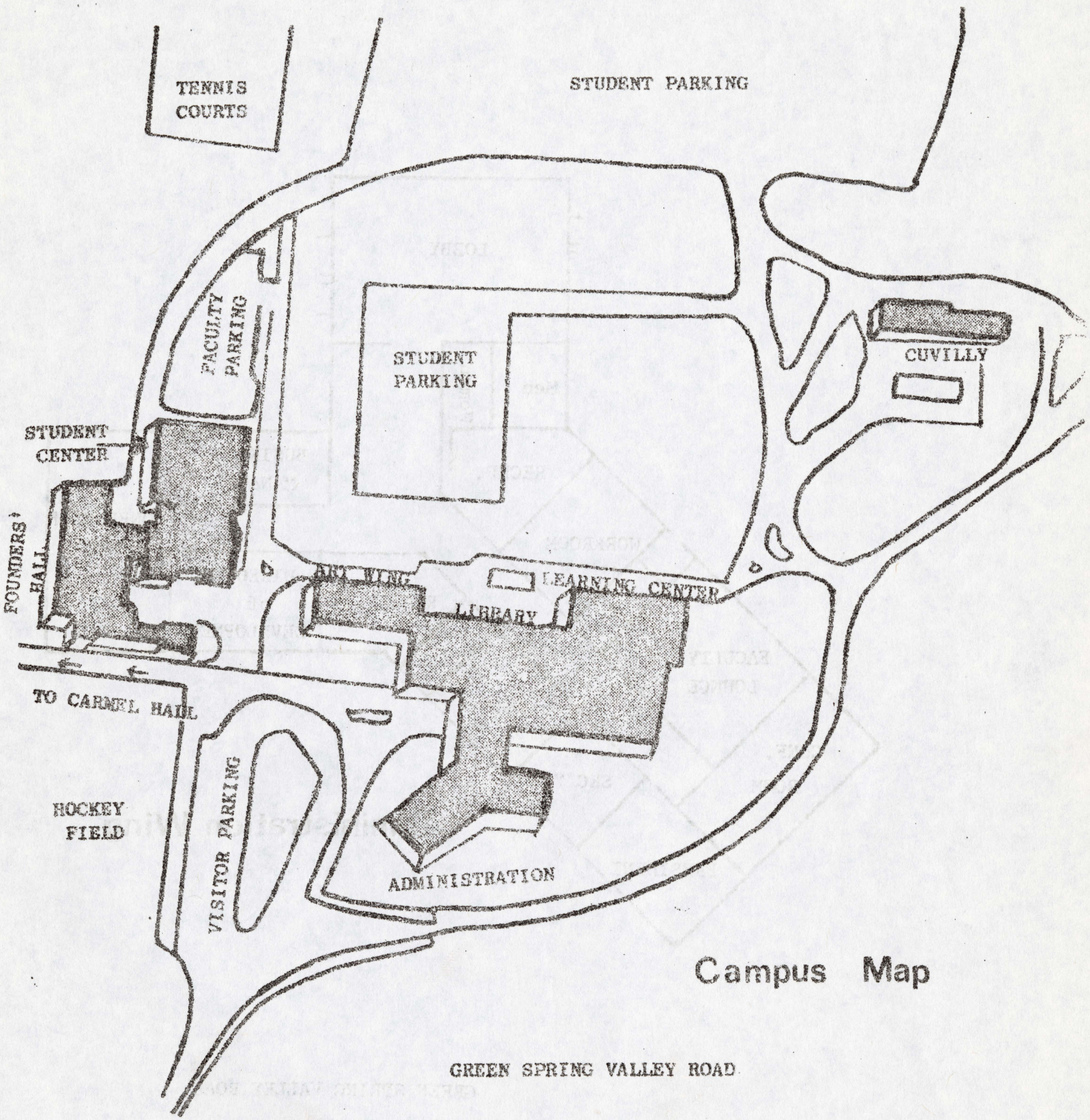
Guests of students may be entertained in the Student Center. They may also attend classes with the permission of the instructor.

PETS/ANIMALS

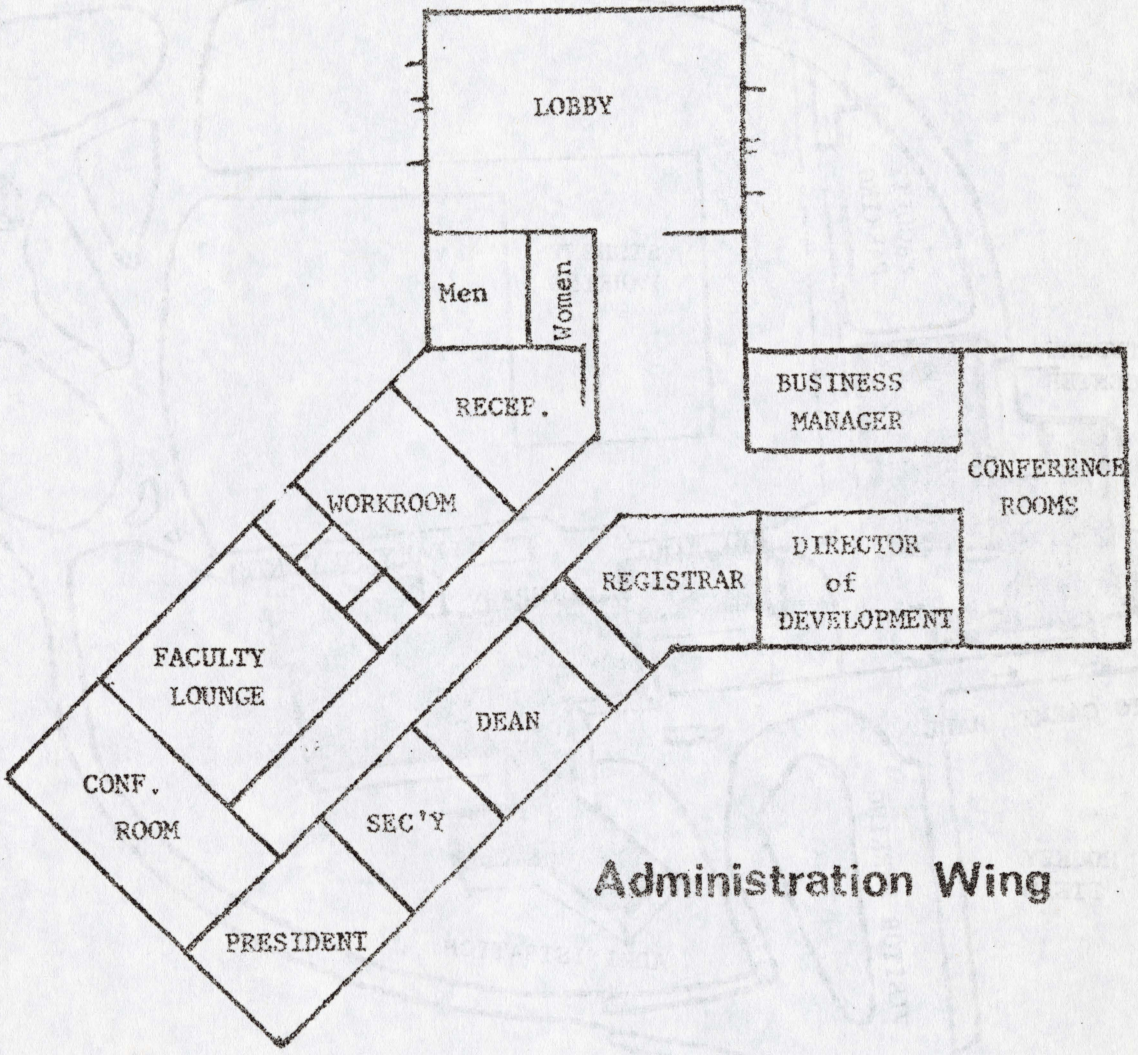
No animals are permitted to be brought on campus.

TUITION AND FEES

Payment in full of the tuition and fees for each semester is required on or before Registration Day of that semester. Students will not be admitted to classes until all financial requirements are met. Questions regarding financial matters should be directed to the Business Office.

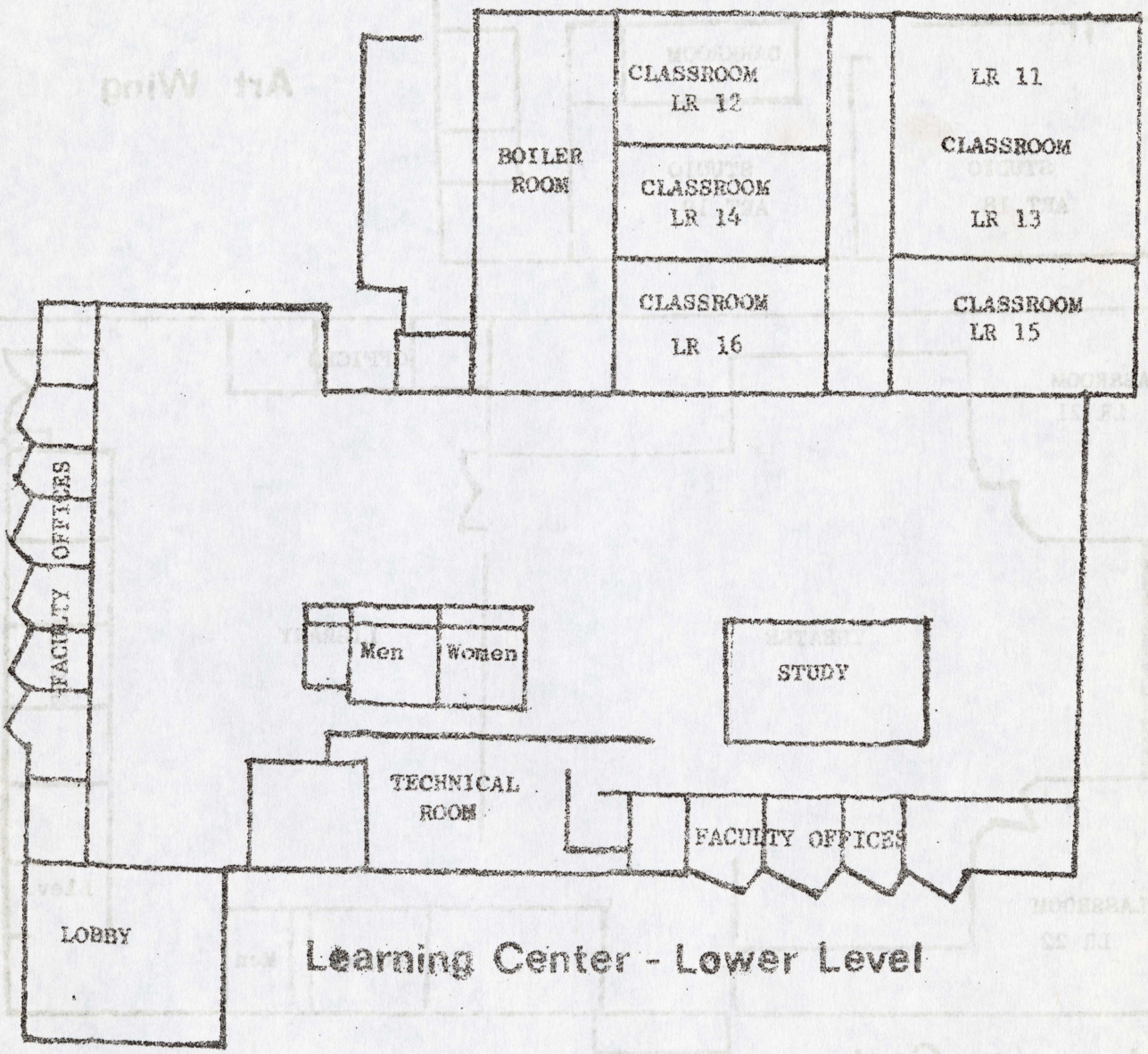

TENNIS COURTS
STUDENT PARKING
FACULTY PARKING
STUDENT PARKING
CUVILLY
STUDENT CENTER
FOUNDERS' HALL
ART WING
LEARNING CENTER
LIBRARY
TO CARMEL HALL
HOCKEY FIELD
VISITOR PARKING
ADMINISTRATION
GREEN SPRING VALLEY ROAD

Campus Map



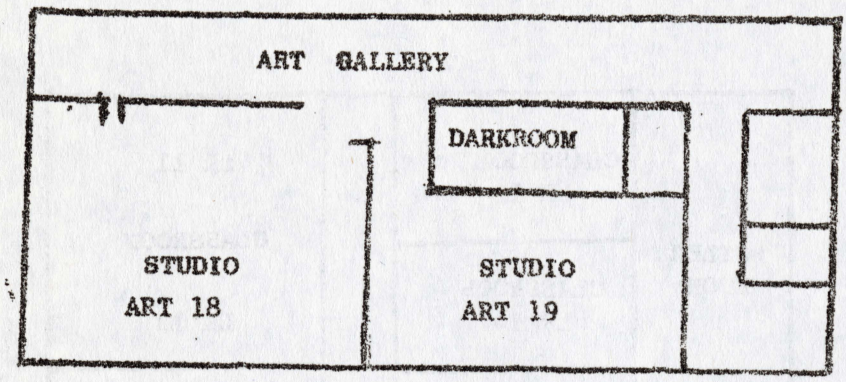
Administration Wing

GREEN SPRING VALLEY ROAD

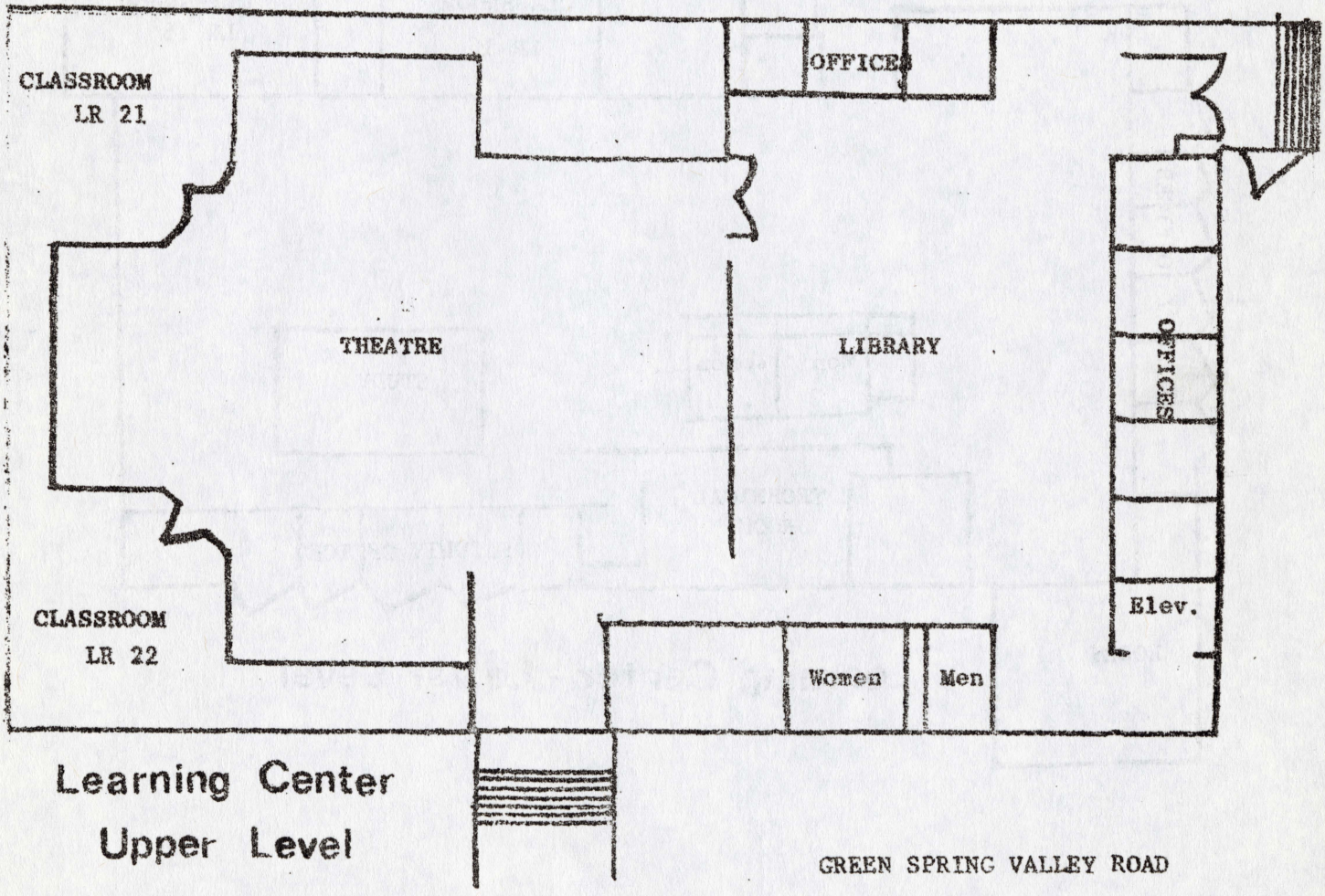


Learning Center - Lower Level

GREEN SPRING VALLEY ROAD



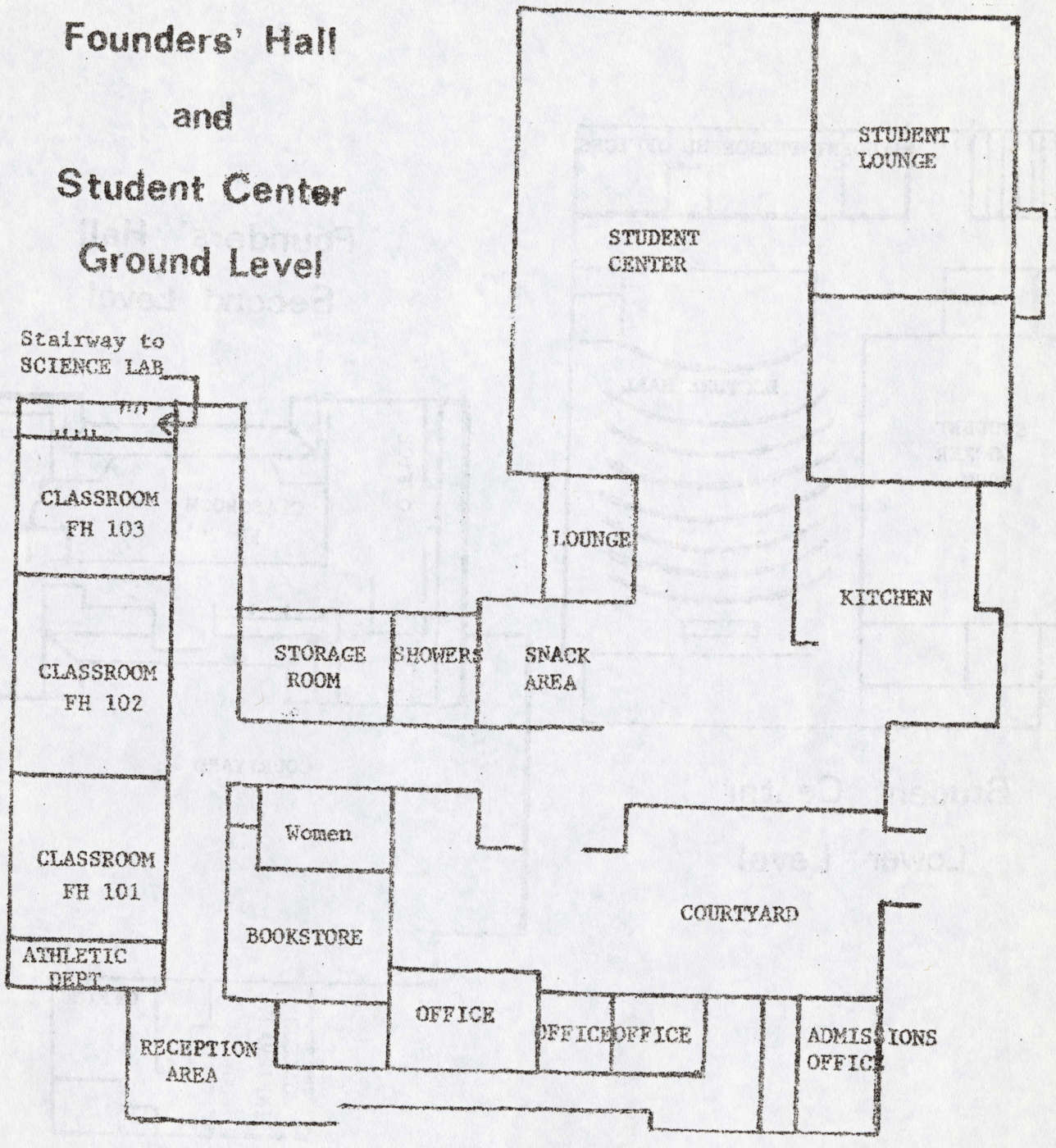
Art Wing

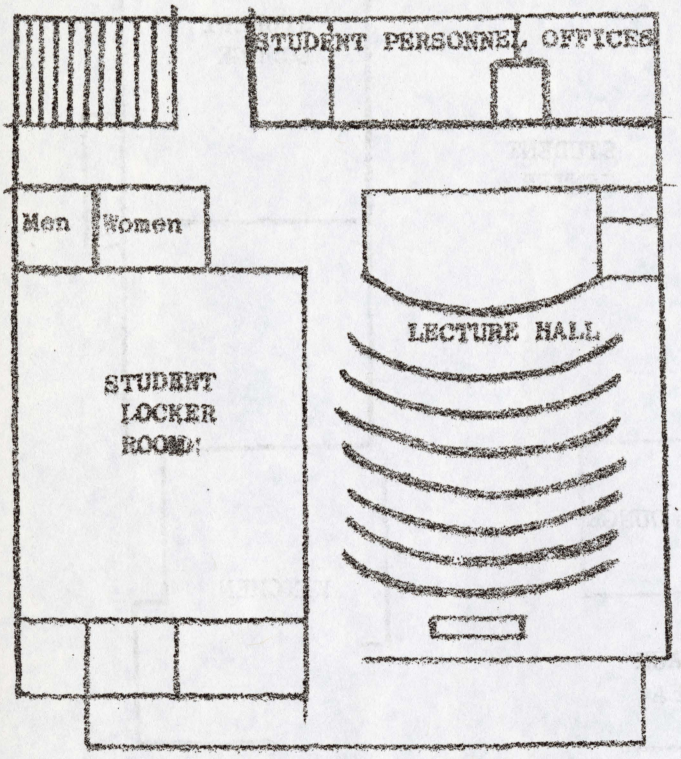


Learning Center
Upper Level

GREEN SPRING VALLEY ROAD

Founders' Hall and Student Center Ground Level



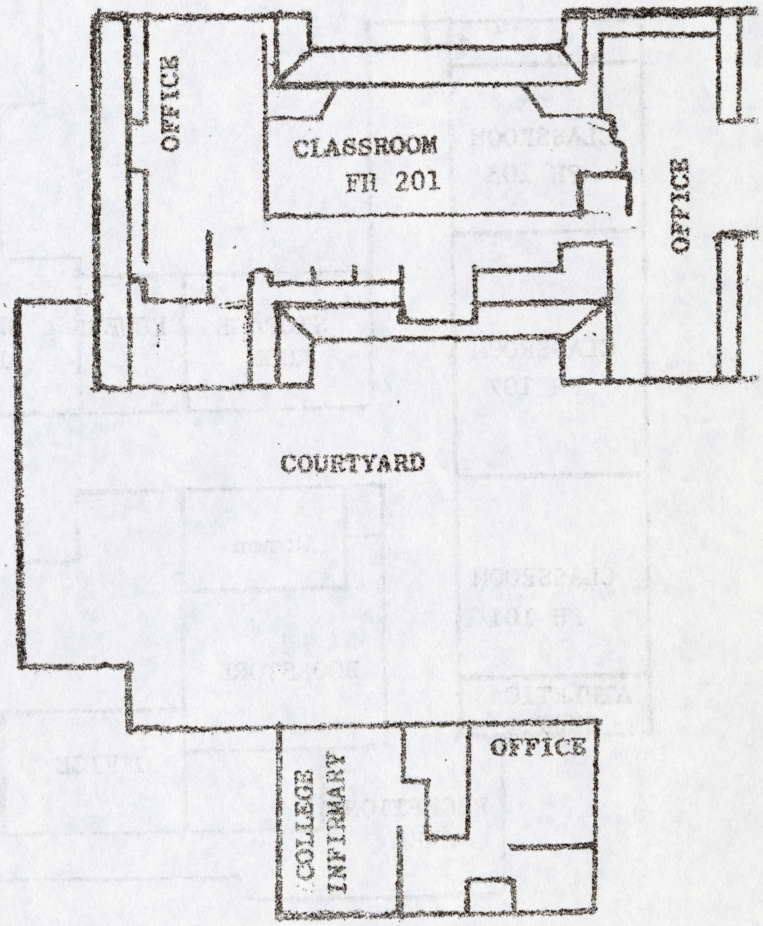


Student Center

Lower Level

Founders' Hall

Second Level



GREEN SPRING VALLEY ROAD

MONTH SEPTEMBER **YEAR** 1973

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4 Orientation	5 Classes begin - 8 a.m.	6	7 Mixer Student Center 9 - 1	8
9	10	11 Last day to add a course	12	13	14	15 Fall Festival Sponsored by The Alumnae Association
16	17	18	19 Community Cookout	20	21	22
23 30	24	25 Lecture/ Demonstration Inscape Theatre 1:00 p.m.	26	27	28	29

MONTH OCTOBER **YEAR** 1973

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4	5	6
7	8 Columbus Day Holiday	9	10	11	12	13
14	15	16	17	18	19 End of First Quarter	20
21	22 Veterans' Day Holiday	23	24	25 Lecture/ Demonstration Inscape Theatre 1:00 p.m.	26 Mixer Student Center 9 - 1	27
28	29	30 Last Day to Drop a Course	31			

MONTH NOVEMBER **YEAR** 1973

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3
4	5	6	7	8	9 Drama Production	10 Drama Production
11 Drama Production	12	13	14	15	16	17
18	19	20 Lecture/ Demonstration Inscape Theatre 1:00 p.m.	21	22 =========	23 = Thanksgiving	24 Holidays ==
25 =========	26 Classes Resume - 8 a.m.	27	28	29	30	

MONTH DECEMBER **YEAR** 1973

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16 Glee Club Concert	17 First Semester Examinations	18	19	20	21	22
~~23~~ ~~30~~ 23rd – Christmas Dance	~~24~~ ~~31~~	25	26	27	28	29

MONTH JANUARY YEAR 1974

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28 Classes Begin – 8 a.m.	29	30	31		

MONTH FEBRUARY **YEAR** 1974

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1 Last Day to Add a Course	2
3	4	5	6	7	8	9
10	11	12	13	14	15 Mixer Student Center 9 - 1	16
17	18 Washington's Birthday Holiday	19	20	21	22	23
24	25	26	27	28		

MONTH MARCH **YEAR** 1974

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	4	5	6	7	8 Drama Production	9 Drama Production
10	11	12	13	14	15 End of Third Quarter	16 Spring Vacation thru March 24
17	18	19	20	21	22	23
24 31	25 Classes Resume - 8a.m	26	27	28	29 Last Day to Drop a Course Mixer 9 - 1 Student Center	30

MONTH APRIL **YEAR** 1974

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4	5	6
7	8	9	10	11	12 Holiday Good Friday	13
14	15 Holiday	16 Classes Resume – 8 am.	17	18	19	20
21	22	23	24	25	26	27 Spring Dance
28	29	30				

MONTH MAY **YEAR** 1974

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3 Festival Of The Fine & Lively Arts	4 Festival Of The Fine & Lively Arts
5 Festival Of The Fine & Lively Arts	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20 Final Examinations	21 Final Examinations	22 Final Examinations	23 Final Examinations	24 Final Examinations	25
26 Commencement Day	27	28	29	30	31	

MONTH _____ YEAR _____

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY